Holiday Leave Policy

Policy Number	300.19.03	**Custodian**	Human Resources
Approved Date	10/18/2022		
Effective Date	10/18/2022	**Review Date**	October 2022
References:			

1. Purpose

White Earth Tribal and Community College (WETCC) acknowledges the specified Holidays as approved by the Board of Trustees to allow employees to spend time with their families.

2. Persons Affected

2.1. Employees

2.2. Students

3. Policy
This policy is to ensure the following:

3.1. Observance of the following Holidays.

- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- White Earth Nation Treaty Day – Friday preceding the White Earth June 14 Celebration
- Juneteenth National Independence Day – June 19
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Indigenous People's Day – 2nd Monday in October
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Native American Heritage Day – Friday after Thanksgiving
- Winter Break – December 23 through January 1.

4. Definitions

4.1. <u>Holiday</u> – A day fixed by law or custom on which ordinary business is suspended in commemoration of some event; a day(s) of festivity or recreation when no work is done.

5. Procedures

5.1. If a holiday falls on a Saturday, WETCC will be closed the Friday prior to the holiday. If a holiday falls on a Sunday, WETCC will be closed the Monday following the holiday.

5.2. Only full-time permanent employees are eligible to receive holiday pay.

5.3. The Human Resource (HR) Technician will be responsible to send out a reminder notification of scheduled holidays.

5.4. The Greeter will post announcements on the entrances announcing the closure in advance.

Revision History

Rev. Date	Rev. No.	Revision
3/15/2022	300.19.01	New policy format Remove New Year's Day and Christmas Day while adding Christmas Break – December 23 through January 1
10/18/2022	300.19.02	Change "Council of Trustees" to "Board of Trustees" in the Purpose statement Change "College Founder's Day" to "Indigenous People's Day" in #3 Policy Change "Christmas Break" to "Winter Break" in #3 Policy Added 5.1 and 5.2